

## REMINDER

Please check your application to make sure you have included all of the specifications required by the grant request. These include, but are not limited to, the following:

1. The application should be signed in ink (Section III-B).
2. Specify the period of time your application is valid (Section III-B). It must be valid at least 60 days from April 30, 2001.
3. List any subcontractors (Section I-F, IV-A and IV-C).
4. Identify authorized expeditor (Section IV-D).
5. Include fax number for your office (Section IV-A).
6. Important Due Dates:
  - March 8, 2001: Written questions accepted from potential applicants until 4:00 p.m.
  - March 9, 2001: Pre-Application meeting to discuss the project with potential applicants.
  - April 30, 2001: First round of applications must be received by MDCCD by 2:00 p.m.
  - July 31, 2001: Second round of applications must be received by MDCCD by 2:00 p.m.
  - January 31, 2002: Third round of applications must be received by MDCCD by 2:00 p.m.
  - July 31, 2002: Fourth round of applications must be received by MDCCD by 2:00 p.m.
7. Provide sign-off from the EAG that the application is consistent with the educational goals of the local Workforce Development Board's strategic plan.
8. Submit one original and six (6) copies of the application.

## TABLE OF CONTENTS

### SECTION I - GRANT TERMS AND CONDITIONS

I-A	Purpose .....	3
I-B	Issuing Office.....	3
I-C	Grant Administrator .....	3
I-D	Term of Grant .....	4
I-E	Grantee Responsibilities .....	4
I-F	News Releases .....	4
I-G	Disclosure .....	4
I-H	Grant Payment .....	4
I-I	Accounting Records .....	5
I-J	Indemnification.....	5
I-K	Grantee's Liability Insurance .....	6
I-L	Cancellation.....	7
I-M	Delegation and/or Assignment.....	8
I-N	Non-Discrimination Clause.....	8
I-O	Acceptance of Application Content .....	8

### SECTION II - WORK STATEMENT

II-A	Background/Problem Statement .....	10
II-B	Objectives .....	11
II-C	Tasks.....	13
II-D	Project Control and Reports .....	19

### SECTION III – APPLICATION INFORMATION

III-A	Pre-Application Meeting/Questions .....	21
III-B	Applications .....	21
III-C	Oral Presentation.....	21
III-D	Economy of Preparation .....	22
III-E	Selection Criteria.....	22
III-F	Changes in the Grant Application.....	23
III-G	Award.....	23
III-H	Minority/Women/Handicapper Subcontracting .....	23

### SECTION IV - INFORMATION REQUIRED FROM APPLICANTS

IV-A	Business Organization.....	24
IV-B	Statement of the Problem.....	24
IV-C	Management Summary.....	24
IV-D	Applicant's Authorized Expeditor.....	25
IV-E	Additional Information and Comments.....	25
IV-F	Budget Proposal .....	25
IV-G	Application Submittal .....	26

### ATTACHMENTS

A	Sample EAG Sign-off Letter.....	27
B	Budget Guidelines for Implementation of Career Pathways .....	28
C	Sample Pert-type Chart .....	31

## MICHIGAN DEPARTMENT OF CAREER DEVELOPMENT APPLICATION PACKAGE

## **FOR IMPLEMENTATION OF CAREER PATHWAYS**

The Michigan Department of Career Development (MDCD) is making a total investment of \$5,000,000 over the next two (2) fiscal years to help Michigan school districts implement career pathways in their schools. The MDCD feels career pathways is a key component of the career development system it is building. Career Pathways help to structure learning that aids educators and students in making meaningful connections to broad areas of actual career opportunities reflective of the current and emerging world of work ultimately leading to students being successful in a career of choice and lifelong learning. An overview of career pathways can be found in Section II-A of this grant application.

Included within this application package is the information needed to apply for the funds. The maximum amount of a single grant will be \$150,000. A school district may apply for an individual grant or participate with multiple school districts in a consortium grant with a single designated fiscal agent. Applicants involved in a consortium grant cannot assume the maximum grant award will be based on the number of school districts involved in the application times the maximum grant per individual school district. A consortium grant should yield economic efficiencies. This initiative is not intended to fund planning or awareness activities. Priority will be given to school districts that have already initiated activities in an effort to implement Career Pathways. A 100 percent match is required by the school district. The match can be in-kind or cash.

The MDCD plans to award the grants over four (4) time periods to eligible applicants meeting the criteria. Applications will be accepted on an on-going basis for funding. However, applications must be received by the due dates noted below for the anticipated date of award listed.

<u>Due Date:</u>	<u>For Award by:</u>
April 30, 2001	June 1, 2001
July 31, 2001	October 1, 2001
January 31, 2002	April 1, 2002
July 31, 2002	October 1, 2002

Any application received for the first round, second, or third rounds of funding that are not funded may be resubmitted in its entirety and be considered for a subsequent period of funding.

Applications can be down loaded from the internet at the MDCD web site which is located at:

[www.mdcd.org](http://www.mdcd.org)

## **SECTION I**

### **GRANT TERMS AND CONDITIONS**

#### **I-A    PURPOSE**

The purpose of this grant application is to obtain proposals for the Michigan Department of Career Development, Office of Career and Technical Preparation from Michigan school districts to implement Career Pathways.

#### **I-B    ISSUING OFFICE**

This grant application is issued by the Michigan Department of Career Development (MDCD). The Michigan Department of Career Development is the sole point of contact with regard to all matters relating to the services described herein. The Michigan Department of Career Development is the only office authorized to change, modify, amend, alter, clarify, etc., the specifications, terms, and conditions of this grant application and any grant(s) awarded as a result of this request. The Michigan Department of Career Development will remain the **SOLE POINT OF CONTACT** throughout the application process. All communications concerning this application must be addressed to:

Carolyn Upshaw-Royal, Director  
Office of Contract and Grant Administration  
Michigan Department of Career Development  
201 N. Washington Square, 7<sup>th</sup> Floor  
Lansing, Michigan 48913

#### **I-C    GRANT ADMINISTRATOR**

Upon receipt of the properly executed Grant Agreement, it is anticipated that the person named below be authorized to administer the grant on a day-to-day basis during the term of the grant :

Patty Cant  
Michigan Department of Career Development  
Office of Career and Technical Preparation  
John Hannah Building, 2<sup>nd</sup> Floor  
608 West Allegan Street, P. O. Box 30712  
Lansing, MI 48909

#### **I-D TERM OF GRANT**

The Michigan Department of Career Development is not liable for any costs incurred by any applicant prior to signing of a grant by all parties. The activities in the proposed grant will cover a one (1) year period from the date of award. The State fiscal year is October 1st through September 30th. The prospective Grantee should realize that payments in any given fiscal year are contingent upon enactment of legislative appropriations. Total liability of the State is limited to the terms and conditions of this application and any resulting grant.

#### **I-E GRANTEE RESPONSIBILITIES**

The Grantee will be required to assume responsibility for all grant activities offered in this proposal whether or not that Grantee performs them. Further, the Michigan Department of Career Development will consider the Grantee to be the sole point of contact with regard to grant matters, including payment of any and all charges resulting from the anticipated grant. If any part of the work is to be subcontracted, responses to this grant application should include a list of subcontractors, including firm name and address, contact person, complete description of work to be subcontracted, and descriptive information concerning the subcontractor's organizational abilities. The Michigan Department of Career Development reserves the right to approve subcontractors for this project and to require the Grantee to replace subcontractors found to be unacceptable. The Grantee is totally responsible for adherence by the subcontractor to all provisions of the grant.

#### **I-F NEWS RELEASES**

News releases pertaining to this grant application or the services, study, data, or project to which it relates will not be made without prior written approval from the Michigan Department of Career Development; and then only in accordance with explicit written instructions. No results of the program are to be released without prior approval of the Michigan Department of Career Development and then only to persons designated.

#### **I-G DISCLOSURE**

All information in an applicant's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of grants and attachments thereto.

#### **I-H GRANT PAYMENT**

All payment requests must reflect actual work done. Specific details of payment request and payments will be agreed upon between the Grant Administrator and the Grantee after the proposed Grant Agreement has been signed and accepted by both the Grantee and the Michigan Department of Career Development. Fifteen (15) percent of the total grant price

will remain for final payment until after the work has been completed or the Michigan Department of Career Development has received the final report, whichever occurs later. The budget quoted in response to this application is firm for the duration of the proposed grant; no price increase will be permitted.

#### **I-I ACCOUNTING RECORDS**

The Grantee will be required to maintain all pertinent financial and accounting records and evidence pertaining to the grant in accordance with generally accepted principles of accounting and other procedures specified by the Michigan Department of Career Development. Financial and accounting records shall be made available, upon request, to the Michigan Department of Career Development, its designees, or the Michigan Department of Auditor General at any time during the grant period and any extension thereof, and for three (3) years from expiration date and final payment on the grant or extension thereof.

#### **I-J INDEMNIFICATION**

The Grantee shall indemnify and hold harmless the State, its departments, divisions, agencies, sections, commissions, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

1. any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from (1) the product provided or (2) performance of the work, duties, responsibilities, actions or omissions of the Grantee or any of its subcontractors under this grant;
2. any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from a breach by the Grantee of any representation or warranty made by the Grantee in the grant;
3. any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or related to occurrences that the Grantee is required to insure against as provided for in this grant;
4. any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Grantee, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such

death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the State;

5. any claim, demand, action, citation or legal proceeding against the State, its employees and agents which results from an act or omission of the Grantee or any of its subcontractors in its or their capacity as an employer of a person.
6. any claim, demand, action, citation or legal proceeding against the State, its employees and agents incurred in connection with any action or proceeding threatened or brought against the State to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or services supplied by the Grant or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States. In addition, should the equipment, software, commodity or service, or the operation thereof, become or in the Grantee's opinion be likely to become the subject of a claim of infringement, the Grantee shall at the Grantee's sole expense (i) procure for the State the right to continue using the equipment, software, commodity or service or, if such option is not reasonably available to the Grantee, (ii) replace or modify the same with equipment, software, commodity or service of equivalent function and performance so that it becomes non-infringing, or, if such option is not reasonably available to the Grantee, (iii) accept its return by the State with appropriate credits to the State against the Grantee's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

In any and all claims against the State, or any of its agents or employees, by any employee of the Grantee or any of its subcontractors, the indemnification obligation under the grant shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the Grantee or any of its subcontractors under workers' disability compensation acts, disability benefits acts, or other employee benefits acts. This indemnification clause is intended to be comprehensive. Any overlap in subclauses, or the fact that greater specificity is provided as to some categories or risk, is not intended to limit the scope of indemnification under any other subclause.

#### **I-K GRANTEE'S LIABILITY INSURANCE**

The Grantee, all contractors, and subcontractors will provide and maintain during the term of this grant public liability, property damage, and workers' compensation insurance insuring the interests of all parties to this grant against any and all claims which may arise out of the Grantee's or subcontractor's operations under the terms of this grant. The name of the Grantee and the Grant number must be shown on the certificate of insurance to assure correct filing. It is agreed that in the event that any carrier of such insurance

exercises cancellation, notice will be made immediately to the State of such cancellation.

The Grantee, all contractors, and subcontractors are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. The safety provision of all applicable laws and building and construction codes shall be observed. The Grantee, contractors, and every subcontractor are responsible for compliance with all federal and state laws and municipal ordinances and regulations in any manner affecting the work or performance of this grant and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, all contractors, and subcontractors shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this grant.

BEFORE STARTING WORK THE GRANTEE MUST FURNISH TO THE MICHIGAN DEPARTMENT OF CAREER DEVELOPMENT, OFFICE OF CONTRACT AND GRANT ADMINISTRATION, ORIGINAL CERTIFICATE(S) OF INSURANCE VERIFYING LIABILITY COVERAGE. THE GRANT OR PURCHASE ORDER NUMBER MUST BE SHOWN ON THE CERTIFICATE OF INSURANCE TO ASSURE CORRECT FILING. These Certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least fifteen days prior written notice bearing the grant number or purchase order number has been given to the Grant Administrator.

## **I-L CANCELLATION**

Cancellation of a grant by the State may be for a) default by the Grantee, b) lack of further need for the service or commodity, or c) insufficient funding. Default is defined as the failure of the Grantee to fulfill the obligations of their quotation, grant, or purchase order. In case of default by the Grantee, the Michigan Department of Career Development may cancel the grant or purchase order immediately and procure the articles or services from other sources and hold the Grantee responsible for any excess costs incurred. In the event the Michigan Department of Career Development no longer needs the service or commodity specified in the grant or purchase order due to program changes, changes in laws, rules or regulations, relocation of offices, or lack of funding, the Michigan Department of Career Development may cancel the grant or purchase order without further liability by giving the Grantee written notice of such cancellation 30 days prior to the date of cancellation.

In addition, the Michigan Department of Career Development may immediately cancel the grant or purchase order without further liability to the State, its departments, agencies and employees if the Grantee, an officer of the Grantee, or an owner of a 25% or greater share of the Grantee is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to



influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, reflects on the Grantee's business integrity.

#### **I-M DELEGATION AND/OR ASSIGNMENT**

The Grantee shall not delegate any duties under this grant to a subcontractor other than a subcontractor named in the application unless the Grant Administrator has given written consent to the delegation. The Grantee may not assign the right to receive money due under the grant without the prior written consent of the Grant Administrator.

#### **I-N NON-DISCRIMINATION CLAUSE**

In the performance of any grant or purchase order resulting herefrom, the applicant agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental handicap or disability. The applicant further agrees that every subgrant entered into for the performance of any grant or purchase order resulting herefrom will contain a provision requiring non-discrimination in employment, which is binding upon each subcontractor. This covenant is required pursuant to Acts 220 and 453 of the Public Acts of the State of Michigan of 1976, as amended, and any breach thereof may be regarded as a material breach of the grant or purchase order.

#### **I-O ACCEPTANCE OF APPLICATION CONTENT**

The contents of this document and the proposal will become grant obligations, if a grant ensues. The following constitute the complete and exclusive statement of the agreement between the parties as it relates to this transaction:

1. This Michigan Department of Career Development grant application (including subsequent written clarification provided in response to questions raised at a pre-application meeting or through correspondence) and any Addenda thereto;
2. Grantee's Response(s) to this grant application and Addenda;
3. Final Executed Grant.

Failure of the successful applicant to accept these obligations may result in cancellation of the award.

The Michigan Department of Career Development further reserves the right to interview the key personnel assigned by the successful applicant to this project and to recommend reassignment of personnel deemed unsatisfactory. The Michigan Department of Career Development reserves the right to approve subcontractors for this project and to require

grantees to replace subcontractors who are found to be unacceptable.

The failure of a party to insist upon strict adherence to any term of a grant resulting from this grant application shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term, of the grant.

Any grant resulting from this grant application may not be modified, amended, extended, or augmented, except by a writing executed by the parties hereto, and any breach or default by a party shall not be waived or released other than in writing signed by the other party.

Each provision of this grant shall be deemed to be severable from all other provisions of the grant and, if one or more of the provisions of the grant shall be declared invalid, the remaining provisions of the grant shall remain in full force and effect.

This grant shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan.

## **SECTION II WORK STATEMENT**

### **II-A BACKGROUND/PROBLEM STATEMENT**

A key strategy to advance the implementation of the Career Preparation System is the development of Career Pathways as a framework on which other activities can be built.

Career Pathways help to structure learning that aids educators and students in making meaningful connections to broad areas of actual career opportunities reflective of the current and emerging world of work. It is expected this approach will ultimately lead students to be successful in a career of choice and lifelong learning.

The level of implementation of Career Pathways vary broadly across the state. This grant will provide resources for districts that have moved beyond an awareness level and started implementing Career Pathways. These resources will accelerate progress over the next year to further establish Career Pathways in these districts and provide models and strategies for others to replicate. It is the intent of the MDCC that the applicant implement all six of the Career Pathways which are described below.

#### **Michigan's Six Career Pathways:**

##### **Arts and Communication**

Careers related to the humanities and to the performing, visual, literary and media arts. These may include creative or technical writing, illustrating, graphic designing, publishing, theatre arts, journalism, languages, radio and television broadcasting, photography, advertising and public relations. Specific examples include artists, journalists, industrial designers, musicians, photographers, and theater technicians.

##### **Business, Management, Marketing, and Technology**

Careers related to all aspects of business including accounting, business administration, finance, information processing, and marketing. These may include entrepreneurship, sales, marketing, hospitality and tourism, computer/information systems, finance, accounting, office administration, personnel, economics, and management. Specific examples include accountants, business managers, salespersons, buyers, computer network administrators, secretaries and stock analysts.

##### **Engineering/Manufacturing and Industrial Technology**

Career related to the technologies necessary to design, develop, install, or maintain physical systems. These may include occupations in designing, engineering and science, service technicians, manufacturing technology, transportation, and construction. Specific

examples include architects, airplane pilots, engineers, carpenters, microcomputer specialists, equipment operators, technicians, and mechanics.

### Health Sciences

Career Related to the promotion of health as well as the treatment of injuries, conditions and disease. These may include medicine, dentistry, nursing, therapy and rehabilitation, nutrition, fitness and hygiene, public health, and veterinary science. Specific examples include physicians, nurses, pharmacists, health facility administrators, dental assistants, veterinarians, physical therapists, and medical technicians.

### Human Services

Careers in child care, civil service, education, hospitality, and the social services. These may include law and legal studies, law enforcement, public administration, child and family services, and social services. Specific examples include postal workers, police officers, lawyers, teachers, counselors, school administrators, fire fighters, clergy, and social workers.

### Natural Resources and Agriscience

Careers related to natural resources, agriculture and the environment. These may include agriculture, earth sciences, environmental sciences, fisheries management, forestry, horticulture, wildlife management, and many agri-business/agri-industry occupations. Specific examples include environmentalists, turf grass managers, farmers, landscape architects, plant scientists, marine biologists, and agricultural equipment mechanics.

## **II-B OBJECTIVES**

### General:

Although Career Pathways are a K-16 initiative, the focus of this grant initiative is to increase the number of middle and high schools in the district that utilize a Career Pathway design in the teaching/learning process. Career Pathways Initiative Goals are to increase opportunities for all students to:

1. become involved in activities, courses, programs and services that provide structure to the career choice process;
2. develop career choices based on personal interests, aptitudes and opportunities;
3. prepare for a career(s) and life long learning;
4. provide leadership and technical assistance to education agencies developing and implementing Career Pathways;

5. accelerate implementation of the Career Preparation System concept to benefit all students;
6. align multiple school improvement and workforce development activities in an effective Career Preparation System for all students at all levels of education and training;
7. strengthen the relationships between education agencies, parents, community, and business/industry partners in the district; and,
8. provide opportunities for planning and development that is inclusive of the educational system.

*Specific:*

By the end of the grant funding period, the following benchmarks will have been met:

1. The local board of education will have adopted the six Career Pathways;
2. School buildings within the district will utilize the Career Pathways concept adopted by the district as evidenced by their curriculum plans/guides;
3. All students will have opportunities to learn about careers within all pathways as evidenced by curriculum plans/guides;
4. Career Pathways will be used as a framework for:
  - a. Organizing career contextual teaching/learning experiences as evidenced in curriculum plans syllabi and other resources used by staff;
  - b. Providing systematic career planning and preparation as evidenced by Career Pathways use in the district's counseling and guidance program, Education Development Plans, career awareness/exploration activities and work-base learning;
  - c. Aligning high school courses and curriculum into the chosen Career Pathways to reflect which courses are needed for preparing for careers as evidenced in documents such as student handbooks course selection guides and course syllabi;
  - d. All students in grades 8-12 will have Career Pathways choices reflected in their EDP and use their EDP's for course selection and postsecondary planning; and,
  - e. Staff (teacher's, counselors, administrators) will be able to provide information and demonstrate strategies for Pathway implementation that may be replicated by

other school district.

The six Career Pathways identified for implementation in Michigan are designed to cover all career opportunities and reflect these critical characteristics:

1. Encompass the entire spectrum of career options available to students;
2. Share common characteristics for careers within each pathway;
3. Provide opportunities for all students and all ability levels;
4. Offer significant potential for knowledge and skill transferability with the pathway; and,
5. Encompass the full range of work requirements within each pathway from basic entry level to the more advanced.

Some careers may have connection to more than one pathway. Education agencies will determine how best to include these in their pathway structure to provide appropriate experiences for students.

## **II-C TASKS**

The following is a preliminary analysis of the major tasks involved in developing the end product of this project. The Grantee is not, however, constrained from supplementing this listing with additional steps, sub-tasks or elements deemed necessary to permit the development of alternative approaches or the application of proprietary analytical techniques.

1. Determine Current Status of Implementation:

List the number of high schools and middle schools and the enrollment.

Assess the current status of each high school and middle school in the district using the following checklist:

Level	Strategy	Ready to Implement	Partially Implemented	Fully Implemented
Middle School	<b>Teachers use Career Pathways to:</b> <ul style="list-style-type: none"><li>•design instructional units/activities to demonstrate the connection of academic and career-related content;</li><li>•to process initial career pathway choices based on interest and aptitudes</li><li>•to explore career pathways through experiential activities to learn about</li></ul>			

	careers and tasks related to them •provide authentic contexts from the world of work and illustrate the importance of school success to future career success;			
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High School	<p>Teachers and counselors use Career Pathways to:</p> <ul style="list-style-type: none"> <li>•align middle school and high school career pathways activities to assist student with exploration, understanding, and initial decision-making.</li> <li>•structure and align high school curriculum and activities to assists students with career exploration, understanding and preparation;</li> <li>•provide authentic contexts from the world of work to give meaning and relevance to academic instruction;</li> <li>•stimulate and reinforce the importance of systemically planning and preparing for a career(s) of choice;</li> <li>•develop and coordinate high school courses required for success in college programs so that students are prepared for successful entry;</li> <li>•align high school and college programs and provide for dual enrollment and advanced placement opportunities;</li> <li>•enhance communication with parents regarding student interests, aptitudes, career decisions and educational plans.</li> <li>•establish linkages with postsecondary institutions (colleges, universities, military, on-the-job training opportunities) resulting in a lower percentage of “undecided” applicants and enrollees</li> <li>•provide detailed information to students and their parents on postsecondary options an how various choices will impact the assessment of their career pathways goals.</li> </ul>			
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2. Use the results of the assessment to determine remaining tasks to reach full implementation of Career Pathways within the district.

<b>Middle School</b>	<b>Deliverable</b>
Activities are designed to build the students' knowledge of self (self-awareness) and to understand the importance of personal interests, strengths and skills in choosing a career(s).	Instructional units that focus on skills assessment and self awareness and strategies for success.  Lists of multiple career assessments (formal and informal) that are used to determine interest and aptitude.
Strategies are used to inform parents of multiple career options, the importance of career exploration during middle school years and the nature of the changing workforce.	Outline of parent presentations on Career Pathways <ul style="list-style-type: none"> <li>• student decision-making process</li> <li>• full spectrum of career options</li> <li>• educational options and requirements related to career choice</li> </ul> List of materials, resources and activities to use with parents.
Opportunities are provided to investigate career information based on personal interests and aptitudes.	Activities that provide opportunities for student career exploration. Thematic Units Exploratory courses.
Opportunities are provided to develop workplace readiness skills such as personal responsibility, good work habits, cooperating with others, and using technology.	Classroom. Lessons that focus on workplace readiness skills.  Attendance and grading policies.
Experiential opportunities are provided in classrooms, school activities, and in conjunction with business/industry. Experiences may include visitation to work sites, job shadowing, service learning and in school simulated work-related activities.	Field trips, career days, and other planned activities.
Guidance is provided in the development of an initial career pathway decision before leaving middle school and identification of high school activities and classes that will assist in continued career exploration and preparation. Documentation of choices and decisions using an Education Development Plan (EDP) process can facilitate this.	Completed Education Development Plans that include career pathway choices and are endorsed by parents.

<b>High School</b>	<b>Deliverable</b>
Curriculum is standards-based and includes a variety of instructional approaches (e.g. integrated curriculum, separate courses, special units and projects, work-based learning) that combine academic, workplace readiness, and career-related content representative of all pathways.	Curriculum plans, course descriptions and/or course syllabi based on all Career Pathways that reflect academic standards, various instructional approaches, workplace readiness, and career contexts.
Curricular activities are designed, implemented, and revised across disciplines and developmental levels to coordinate career pathways themes and instruction.	Scope and sequence of career pathway related instruction.

Course offerings provide students a sequence of learning experiences that help to align career pathway choices, initial career-related skills development and postsecondary opportunities.	Course selection books materials that show alignment of courses by career pathway.
Opportunities are provided for students to conduct career research including interviews, worksite visits, and access to comprehensive career information and labor market databases.	Student handbooks and/or other documents that describe available resources and activities.
Business/industry/community resources are utilized to understand workplace expectations, provide authentic career contexts, and establish partnerships for work-based and service learning experiences.	Advisory groups or consultations.  Career events involving business/industry and community representatives.
Developmental career-decision-making is reflected in pathway and course selection and is documented in EDP's.	Comprehensive guidance and counseling action plan and/or master calendar.
Student career decisions-making is reflected in pathway and course selection and is documented in EDP's.	Completed EDPs that are updated annually
Planning with postsecondary education institutions and other education providers includes the identification of resources and personal contacts that provide in-depth information to students and their parents about options and preparation strategies in the pathway of choice.	Articulation agreements.  Demonstration of aligned curriculum  College/career selection book for student explaining postsecondary options <ul style="list-style-type: none"> <li>• variety of options</li> <li>• application procedures</li> <li>• financial aid resources</li> <li>• employment resources</li> </ul>

3. Describe what types of restructuring or reorganization have occurred or will occur during the course of the grant (e.g. Block scheduling, NCA transition, departmentalization by Pathway, etc.).
4. Describe the connection to Postsecondary Options that will be addressed around career pathways (e.g. description of information and/or student records that will be provided to colleges/employees, etc. and/or information that will be solicited/developed to provide student information about colleges, employers, etc.).
5. Describe connectivity and systems building addressed around Career Pathways, (e.g. high school outreach to feeder schools, central office/school board leadership and involvement, etc.).
6. Align the Career Pathway Implementation with the Regional Career Preparation Long Range Plan.

Attach a letter of support from the Career Initiative Regional Leadership to this application.

7. Describe how Regional resources may be utilized in combination with this grant to

assist full implementation.

8. Provide a timeline of major activities and the development of deliverables.
9. Provide a budget and a budget narrative describing anticipated expenditures. In developing the budget, the following budget guideline should be used:

Funds may be used for:

- substitutes for teachers participating in career pathways curriculum development activities,
- stipends for teachers and counselors participating in career pathways curriculum development activities during the summer;
- costs for releasing teachers (substitutes) for coordination of specific career pathways activities;
- coordinating costs (limited to 5% of the grant) related to grant activity, maintaining fiscal activity, data and reports,
- contractual services for consultants conducting curriculum development activities,
- supplies and materials specifically related to Career Pathway implementation.

Match Requirement/In Kind Contribution:

- a dollar-for-dollar match is required to show capacity and commitment of the district;
- in-kind contributions represent the value of non cash transactions provided by the district;
- salaries and fringes for non-teaching staff can be used as a local match for activities specific to Career Pathways.

Funds may not be used for:

- equipment,
- salaries and fringes of teachers for their regular teaching assignments.

## II-D PROJECT CONTROL AND REPORTS

### I. Project Control

- a. The Grantee shall monitor performance to assure that time schedules are being met, projected work units by time period are being accomplished, and other performance goals are being achieved.
- b. The Grantee will submit brief written **quarterly** summaries of progress which outline the work accomplished during the reporting period; work to be accomplished during the subsequent reporting period; problems, real or anticipated, which should be brought to the attention of the MDCD Grant Administrator; and notification of any significant deviation from previously agreed-upon work plans. Quarterly summaries are anticipated to be due:

<u>For Round One:</u>	<u>For Round Two:</u>	<u>For Round Three</u>	<u>For Round</u>
<u>Four</u>			
September 15, 2001	January 15, 2002	July 15, 2002	January 15, 2003
December 15, 2001	April 15, 2002	October 15, 2002	April 15, 2003
March 15, 2002	July 15, 2002	January 15, 2003	July 15, 2003
June 15, 2002	October 15, 2002	April 15, 2003	October 15, 2003

- c. Within five (5) working days of the award of the Grant, the Grantee will submit a work plan to the **Michigan Department of Career Development, Grant Administrator** project director for final approval. This final implementation plan must be in agreement with Section IV-C subsection 2 as proposed by the applicant and accepted by the State for Grant, and must include the following:
  - (1) The Grantee's project organizational structure.
  - (2) The Grantee's staffing table with names and title of personnel assigned to the project. This must be in agreement with staffing of accepted proposal. Necessary substitutions due to change of employment status and other unforeseen circumstances may only be made with prior approval of the State.
  - (3) The project breakdown showing sub-projects, activities and tasks, and resources required and allocated to each.
  - (4) The time-phased plan in the form of a graphic display, showing each event, task, and decision point in your work plan.

### 2. Reports

The Grantee must submit three copies of the quarterly progress reports to the Grant Administrator. The reports must include:

- a. activities completed toward accomplishing deliverables in Section II-C 2;
- b. steps taken toward completion of tasks listed in Section II-C 4 through 6;
- c. updated budget/expenditures bi-annually (mid-year and final report):
  - (1) first report due mid-year 12/15/01 for round one grants; 4/15/02 for round two grants; 10/15/02 for round three grants, and 4/15/03 for round four grants) and must also include a post assessment to date using the checklist in Section II-C 1;
  - (2) final reports due 6/15/02, 10/15/02, 4/15/03, or 10/15/03 (depending upon the round of funding received) and must also an updated post assessment using the checklist in Section II-C 1.
- d. The specific payment schedule will be based on the following:
  - (1) 50% of funding allocated after the grant is approved and executed;
  - (2) 35% of funding allocated after submission of mid-year report, a statement indicating half of the deliverables have been completed; and submission of a post assessment (Section II-C 1); and,
  - (3) 15% (balance) funding allocated upon receipt of the final report (due 6/15/02 or 10/15/02), submission of appropriate evidence to indicate all deliverables have been completed, and submission of a post assessment (Section II-C 1).

A request for payment must be submitted to the Grant Administrator and must be accompanied by a progress report.

## **SECTION III APPLICATION INFORMATION**

### **III-A PRE-APPLICATION MEETING/QUESTIONS**

A meeting will be held on March 9 from 8:30 a.m. to 12:00 p.m. at the Sheraton Lansing Hotel. The hotel is located at 925 S. Creyts Road, Lansing, Michigan (517/323-7100). The purpose of this meeting will be to discuss with prospective applicants the work to be performed and to allow them to ask questions arising from their review of the grant application. The meeting is for information only. Answers that change or substantially clarify the grant application will be affirmed in writing and posted on the MDCD web site.

The Michigan Department of Career Development will also accept questions from potential applicants concerning the specifications in this grant request. Questions **MUST** be submitted, in writing, no later than 4:00 p.m. on March 8, 2001 to:

Carolyn Upshaw-Royal, Director  
Contract and Grant Administration  
Michigan Department of Career Development  
201 N. Washington Square, 7<sup>th</sup> Floor  
Fax: (517) 241-6683

Questions must arrive in the office of the Michigan Department of Career Development no later than the date and time specified above. Questions received after this date and time will not be answered. The answers to questions received in writing and at the pre-application meeting will be posted to the MDCD web site located at [www.mdcd.org](http://www.mdcd.org). The Michigan Department of Career Development will not respond to telephone inquiries or visitation by applicants or their representatives.

### **III-B APPLICATIONS**

To be considered, each applicant must submit a COMPLETE response to this grant application request, using the format provided in Section IV. No other distribution of applications is to be made by the applicant. The application should be signed in ink by an official of the applicant organization authorized to bind the applicant to its provisions.

### **III-C ORAL PRESENTATION**

Applicants who submit proposals may be required to make oral presentations of their proposals to the Michigan Department of Career Development. These presentations provide an opportunity for the applicants to clarify the proposals through mutual understanding. The Michigan Department of Career Development will schedule these presentations, if required.

### **III-D ECONOMY OF PREPARATION**

Each application should be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the grant application. Fancy bindings, colored displays, promotional material, etc., will receive no evaluation credit. Emphasis should be on completeness and clarity of content.

### **III-E SELECTION CRITERIA**

The responses to this application request will be evaluated based upon the applicants' current ability to provide the highest level of service in developing and implementing Career Pathways consistent with the requirements and goals of this document. The following factors will be evaluated:

1. Applicants' ability to meet specified deadlines.
2. Experience with similar implementation projects.
3. Past efforts to implement Career Pathways in the school district. The department will evaluate proposals based on the school district's ability to build capacity, the current status of the district based upon its assessment of its efforts, and the ability of the applicant to make systematic changes in the school system.
4. Ability to meet the contribution requirement, in-kind or cash.
5. Feasibility of the plan/approach to accomplish the project objectives and tasks (Sections II-B and II-C).
6. EAG concurrence indicating the proposal is consistent with the educational goals and objectives of the Workforce Development Strategic Plan.
7. Consistency with the Regional Career Preparation Long Range Plan.
8. Personal Qualifications of staff assigned to the project (education, experience, background similar projects).
9. Reasonableness of the budget in relationship to the plan/approach.

Award will be made to the responsive and responsible applicant who offers the best value to the State of Michigan.

The State reserves the right to award by, part or portion of an proposal, or total proposal, to reject any and all proposals in whole or in part, if, in the Director's judgment, the best interest of the State will be so served. In determination of awards, the qualification of the applicant, the conformity with the specifications of services to be supplied, and the method delivery will be considered.

The State further reserves the right to interview the key personnel assigned by the successful applicant to this project and to recommend reassignment of personnel deemed unsatisfactory by the State. The State reserves the right to approve subcontractors for this project and to require Grantees to replace subcontractors who are found to be unacceptable.

### **III-F CHANGES IN THE GRANT APPLICATION**

Changes made to the grant application as the result of responses made to questions or concerns raised at the pre-application meeting or through correspondence posted on the MDCD web site located at [www.state.mi.us/career](http://www.state.mi.us/career). The Michigan Department of Career Development will not respond to telephone inquiries or visitation by applicants or their representatives. The Michigan Department of Career Development does not commit to answering questions received after the date and time specified in Section III-A.

### **III-G AWARD**

The Michigan Department of Career Development reserves the right to award by item, part or portion of an item, group of items or total proposal, to reject any and all proposals in whole or in part, if, in the Department Director's judgment, the best interest of the State will be so served. In determination of awards, the qualification of the applicant, the conformity with the specifications of services to be supplied and the delivery terms will be considered.

### **III-H MINORITY/WOMEN/HANDICAPPER SUBCONTRACTING**

To help insure participation on State contracts by minority, women and handicapper owned and operated businesses, the State of Michigan strongly encourages companies, when responding to grant applications, to subcontract with certified minority, woman and handicapper owned and operate businesses.

Applicants should indicate in their response the names, addresses, and type of work assigned for each proposed minority/women/handicapper owned and operated firm which will be a subcontractor. The total amount and/or percentage of dollars to be paid to such subcontractor(s) should be included with the price submission.

To assist the State in monitoring the participation of certified minority/women/handicapper owned and operated firms in State contracts, the successful applicant using such firms as subcontractors should submit a report quarterly outlining expenditures to such firms for the reporting period.



## **SECTION IV INFORMATION REQUIRED FROM APPLICANTS**

Applicant's proposal is to be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those considered by the vendor to be essential to a complete understanding of the proposal submitted. Each section of the proposal should be clearly identified with appropriate headings:

### **IV-A BUSINESS ORGANIZATION**

State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. List all subcontractors; include firm name and address, contact person and a general description of work to be subcontracted.

### **IV-B STATEMENT OF THE PROBLEM**

State in succinct terms your understanding of the problem(s) presented by this grant application.

### **IV-C MANAGEMENT SUMMARY**

#### **1. Narrative**

Include a narrative summary description of the proposed effort and of the product(s) that will be delivered consistent with Section II above. If any support is to be provided by a subcontractor, said subcontractors are to indicate their capability and willingness to carry out the work. In addition, the information requested in Section IV-A above, and Section IV-D below, should be provided for each potential subcontractor.

#### **2. Technical Work Plans**

Provide a technical plan for accomplishing the work listed in Sections II-B and II-C above. Indicate the number of person-hours allocated each task. Include a PERT-type display, time related, showing each event, task, and decision point in your work plan.

#### **3. Prior Experience**

Indicate prior experience which you consider relevant to the successful accomplishment of the project defined by this grant applications. Include sufficient detail to demonstrate the relevance of such experience.

Proposals submitted should include, in this section, descriptions of qualifying

experience to include project descriptions, costs, and starting and completion dates of projects successfully completed. Also, include the name, address, and phone number of the responsible official who may be contacted.

4. Project Staffing

The applicant must be able to staff a project team which possesses talent and expertise to assess the current status of Career Pathways in the school district and to design activities, strategies, and courses to implement the pathways. Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify key individuals by name and title. Indicate the amount of dedicated management time for the applicants' Project Manager and other key individuals. Resumes of qualifications should be supplied for proposed project personnel.

5. Subcontractors

List here all subcontractors; include firm name and address, contact person and complete description of work to be subcontracted. Include descriptive information concerning subcontractor's organization and abilities.

**IV-D APPLICANT'S AUTHORIZED EXPEDITOR**

Include the name and telephone number of person(s) in your organization authorized to expedite any proposed contract with the State.

**IV-E ADDITIONAL INFORMATION AND COMMENTS**

Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

**IV-F BUDGET PROPOSAL**

1. All rates quoted in applicant's response to this grant application will be firm for the duration of the grant. No price changes will be permitted.
2. Provide the cost/rate/price information required below for all organizations/firms/persons named in your technical proposal to demonstrate the reasonableness of your budget proposal.

- a. Budgets should include the following information:

- 1) Staffing Costs. Itemize so as to show the following for each category of personnel with a different rate per hour:
  - a) Category; e.g., project manager, senior analyst, etc.;
  - b) Estimated hours;
  - c) Rate per hour;
  - d) Total cost for each category and for all staffing needs.
- 2) Cost of Supplies and Materials. Itemize.
- 3) Other Direct Costs. Itemize.
- 4) General and Administrative Burden or Overhead. Indicate percentage and total.
- 5) Transportation Costs. Show travel costs and per diem separately.
- 6) Total Budget for Project.

#### **IV-G APPLICATION SUBMITTAL**

Submit one original and six (6) copies of your application.

CONTRACT CARRIER, COURIER DELIVERY, or PERSONAL DELIVERY, or U.S. POSTAL SERVICE to:

Carolyn Upshaw-Royal, Director  
Contract and Grant Administration  
Michigan Department of Career Development  
201 N. Washington Square, 7<sup>th</sup> Floor  
Lansing, Michigan 48913

**ATTACHMENT A**

**SAMPLE EAG SIGN-OFF LETTER**

**(Place on EAG Letter Head)**

(Date)

Barbara Bolin, Ph.D., Director  
Michigan Department of Career Development  
201 N. Washington Square, 7<sup>th</sup> Floor  
Lansing, Michigan 48913

Dear Dr. Bolin:

The Educational Advisory Group of the (specify the Workforce Development Board) has reviewed the Career Pathways Application for the (specify the local School District or Districts if this is a joint application).

Upon review, the EAG certifies that the application is consistent with the educational goals of the local Workforce Development Board strategic plan. (If the EAG has any concerns, they should be specified to the applicant agency)

Sincerely,

(Typed Name), Chair Person  
(Specify the EAG)

cc: (to MWA Director)

**ATTACHMENT B**

**BUDGET GUIDELINES FOR  
IMPLEMENTATION OF CAREER PATHWAYS**

General Limitations of Career Pathways Funds

Expenditures under this grant must be directed to develop and support components of Career Pathways. **It is intended that these funds will be used to supplement and not supplant local and state sources available for any Career Pathways program, service or activity.**

Career Pathways Match/In-Kind Contribution

A 100% match is required with the Career Pathways grant dollars. A match can be obtained by identifying expenditures incurred for all allowable costs eligible for career pathways funding. A portion of salaries and fringes of counselor and other staff assigned to career pathways component activities is allowable as local match. Only those expenditures that are incurred directly related to career pathways may be included. For auditing purposes, it is necessary to establish documentation indicating time spent for these activities.

In-kind contributions represent the value of non-cash transactions provided by the district. In-kind contributions may be in the form of charges for real property, non-expendable personal property and the value of goods and services directly benefiting and specifically identifiable to the implementation of Career Pathways.

Matching funds may come from a number of state and federal sources but may be used as match in only one grant program. State sources include: state aid foundation allowance and other state funding such as At-Risk programs. Federal sources include: Goals 2000, Eisenhower Math and Science, Perkins III allocations, including Tech Prep, and others that support eligible Career Pathways components.

A general rule to follow is that if the activity or service meets the budget guidelines as an approved activity for Career Pathways funding, local expenditures above and beyond the grant funds are also eligible as local match. Costs incurred for Career Pathways activities prior to the introduction of Career Preparation funds in the 1998-99 fiscal year must be continued and maintained and may not be used as part of the grant match to avoid supplanting of funds.

The major local match issue seems to be clarifying the conditions under which salaries and wages of school staff contribute towards the required local match. Two conditions exist that impact match:

- 1) staff assigned to Career Pathways activities on a full-time basis, and

2) staff assigned to Career Pathways activities less than full-time.

For staff already engaged in approved Career Pathways activities full-time, the entire salaries and fringes may be considered as local match. In many instances, however, staff assigned to Career Pathways activities and services are also performing other duties that do not qualify as career pathways activity. Under these conditions, it is necessary to prorate those salaries and fringes to assign the appropriate share of the cost to Career Pathways for match. For definitional purposes, 'pro-ration' is a cost allocation technique of assigning a fair share of an activity or service based on proportional use to a cost center, in this case, Career Pathways. Documentation of how the pro-ration is calculated must be provided, on request, for audit review. Time and attendance records, performance contracts or other similar documentation should be available as evidence of activity assigned to the Career Pathways grant.

**What is Not Eligible for Local Match**

- \$ The state funds allocated under State Aid, Section 61, Added Cost, cannot be used as a local match for Career Pathways, according to legislative dictate.
- \$ Salaries and fringes of teachers assigned to instruction--teaching of courses--are not eligible as a local match.
- \$ Expenses not consistent with the budget guidelines on page 17 of the RFP are ineligible as match contributions.

**What is Eligible for Match as Salaries and Fringes/ Purchased Services (Contracts)**

For purposes of this discussion, salaries and fringes of staff as employees of the district and contracted services through purchased service contracts will be considered similarly for determining match. The decision to purchase services as opposed to providing the services internally is generally based on cost and benefits analysis and bargaining contract provisions.

- \$ Salaries and fringes of teachers assigned to regular teaching duties are not eligible as a local match as noted above. Contractual agreements (purchased service contracts) with teachers can be used as a match for non-teaching activities and services that are directly related to one or more of the Career Pathways activities. For example, the prorated cost of a teacher released one period a day assigned to do the coordination of pathways for the school building is considered as local match.
- \$ Pro-rated salaries and fringes or purchased services of counseling staff and counselor-related staff can be used as a local match provided the activities and services are directly related to specific career pathways activities. For example, if a counselor is presenting career pathways to parents, that portion of time devoted to this activity can be considered as local match. A pro-rated share of secretarial support staff assisting counselors in performing career pathways activity is also eligible as a local match.

§ Pro-rated salaries and fringe of professional staff engaged in support services for Career Pathways such as curriculum development and professional development are also eligible as local match. For example, the time spent by a curriculum coordinator in reviewing and analyzing various instructional units or curriculum plans for Career Pathways for middle or high school students qualifies as a local match contribution. .

#### Other Expenses Eligible for Local Match

In addition to the salaries and fringes and purchased services referred to, other types of expenses incurred by the district may also be eligible for local match. These include the cost of supplies and materials and other expense for any of the Career Pathways activities. Equipment costs are not allowable.

**ATTACHMENT C**  
**TECHNICAL PROPOSAL**

<b>Task Description</b>	<b>Estimated Hours to complete</b>	<b>Completed Time Frame</b>
Meetings with representatives from MDCD and/or the steering committee	20-30 hours	Late March, 2001
Gathering of information, distilling issues, and incorporating state, NACUBO, and GASB guidance	20-30 hours	April, 2001
Decimation of information and actual writing of the manual incorporating all required accounting policies as detailed under GASB 34 and 35	60-90 hours	April, 2001
Meeting and presentation of 30 draft copies of the revised MUFR to MDCD and/or steering committee	10 hours	May 1, 2001
Comment period	N/A	May 31, 2001
Revisions to draft manual based on comments received	10-15 hours	June, 2001
Issuance of Manual for Uniform Reporting for Michigan Public Community Colleges, 2001 via electronic form (50 copies) to MDCD	(included in above)	July 1, 2001.

We have outlined this time proposal based on an estimated 90 day work plan which appears reasonable based on the anticipated tasks.